

SAMPLE LETTER

SFC Betty Green
HQ Fifth U.S. Army
Deputy Chief of Staff, Personnel
Fort Sam Houston, Texas 78234

SFC Army Soldier
Soldier's address
City, State Zip

Date

Dear Fortunate One:

Welcome to *Your Unit*, Fifth Army. I am appointed as your sponsor; my goal is to help make your transition from (current duty station) to *Your Location* as smooth as possible.

I am attaching a worksheet, please fill in the areas that apply. Also, I will establish a post office box so you can begin forwarding your mail. If you desire on-post housing, fax me a copy of your orders to DSN _____ and I will have your name placed on the housing list. If you are interested in leased housing, be sure to visit the leased housing webpage included on our website.

The Army Community Service (ACS) at your post has a relocation program designed to help you plan your PCS move. By using the ACS program, you can eliminate any unforeseen obstacles you might otherwise not consider.

To get acquainted with *Your Location* and the surrounding area, visit the SITES website at <https://www.dmdc.osd.mil> Click on "DOD Community" then on "Activity Locators" and you will be taken right to it! You will find all the post agencies and their phone numbers listed. You can also go to the Family Support Resources Web Page located at <http://www.5tharmy.army.mil> to get a variety of information.

Our Family Readiness Group Liaison is _____. Do not hesitate to call (*him or her*) to get your spouse connected!

I am here to help you so please don't hesitate to give me a call if you need additional assistance. My home address is: 1111 This Street, San Antonio, Texas 78250, and my phone numbers are: home (210) 222-2222, work DSN 471-1217 and commercial (210) 221-1217. Return the worksheet so I can get the desired information out to you as soon as possible.

Sincerely
BETTY GREEN